

Information Tools

Chapter 2 Section 2

Introduction In addition to the EHRP Position Management panels that are central to an the business process (covered in previous sections of this chapter), an end-user can obtain Position Management MI in condensed formats from the following:

- Inquire Pages
 - Position Data Summary
 - Position History
 - Position Budget Status
 - Vacant Budgeted Positions
 - Reports
 - Request for Personnel Action
 - Notice of Personnel Action
-

Inquire Pages vs. Reports Inquire pages are essentially queries that are built into EHRP for users to easily access. Since EHRP is accessed in a browser format, the inquiries can be printed using the **Print** button on the browser tool bar. Inquire pages will allow the user to view only one employee at a time that meets that inquiry criteria.

Just as with inquiries, reports are essentially queries that are built for users to easily access data. Reports can be printed as well. The key difference with reports is that reports will show all employees meeting the inquiry criteria.

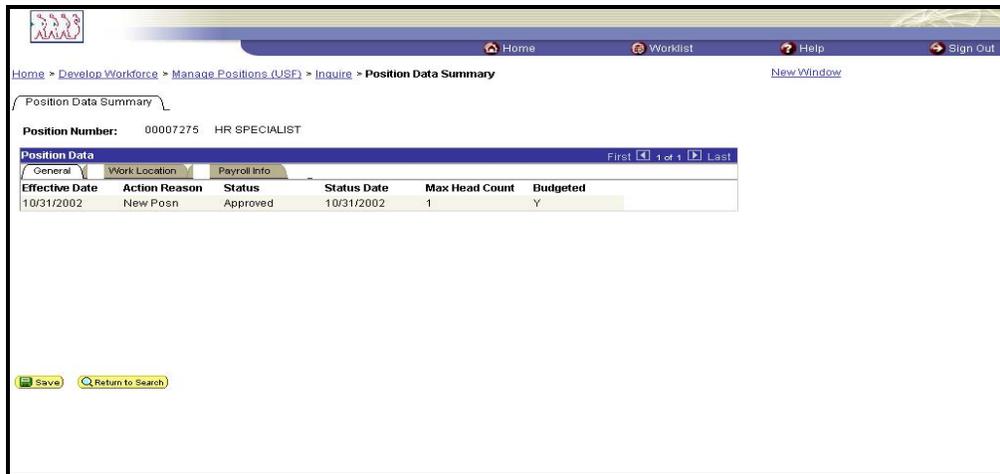
Procedure The following steps detail the procedure for generating the Position Management Inquires:

- 1 In the **Search By** field, select either “Name” or “EmplID”.
- 2 Type the appropriate employee information based on the Search By field selected

Position Data Summary The **Position Data Summary** View provides information on data specific to a particular position. The view provides general information, work location information and payroll information.

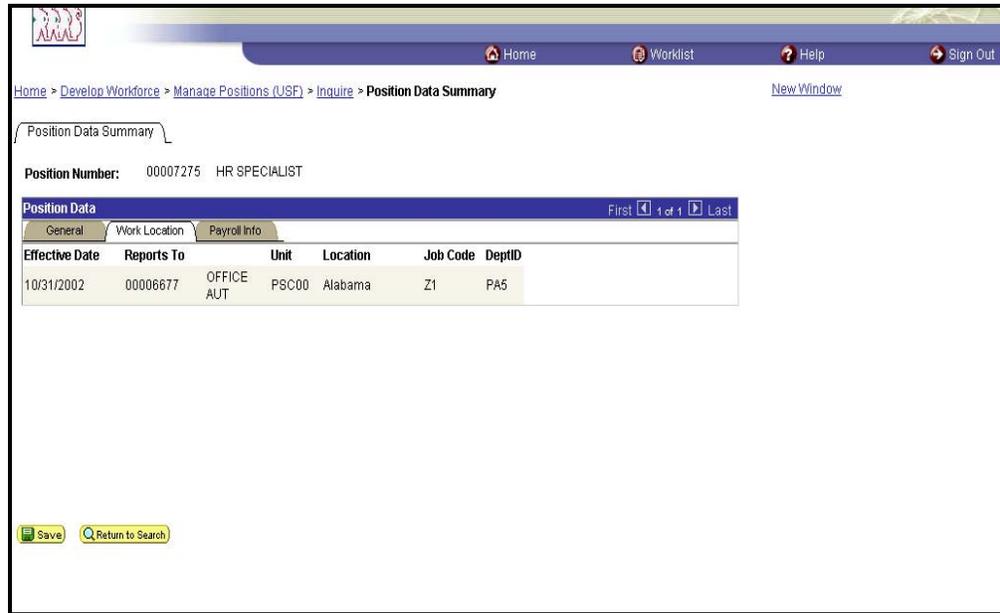
Navigational Path **Home>Develop Workforce>Manage Positions (USF)>Inquire>Position Data Summary**

General Information Page Sample The following is a sample of the **General Information** page for the **Position Data Summary** View:



Effective Date	Action Reason	Status	Status Date	Max Head Count	Budgeted
10/31/2002	New Posn	Approved	10/31/2002	1	Y

Work Location Page Sample: The following is a sample of the **Work Location** page for the **Position Data Summary** View:



Home > Develop Workforce > Manage Positions (USF) > Inquire > Position Data Summary [New Window](#)

Position Data Summary

Position Number: 00007275 HR SPECIALIST

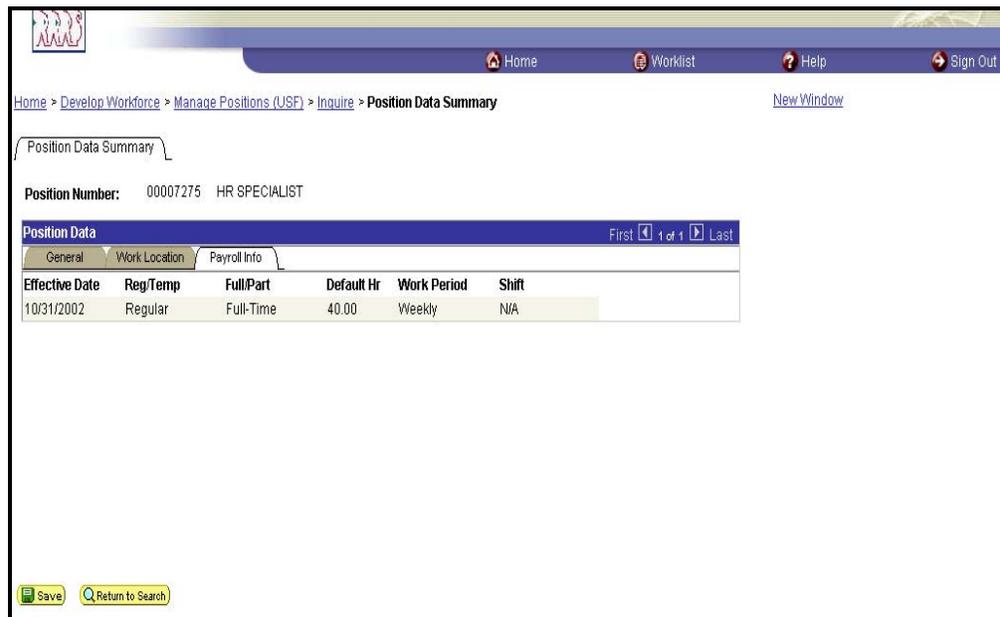
Position Data First 1 of 1 Last

Effective Date	Reports To	Unit	Location	Job Code	DeptID
10/31/2002	00006677	OFFICE AUT	PSC00 Alabama	Z1	PA5

[Save](#) [Return to Search](#)

Payroll Info Page Sample

The following is a sample of the **Payroll Info** page on the **Position Data Summary** View:



Home > Develop Workforce > Manage Positions (USF) > Inquire > Position Data Summary [New Window](#)

Position Data Summary

Position Number: 00007275 HR SPECIALIST

Position Data First 1 of 1 Last

Effective Date	Reg/Temp	Full/Part	Default Hr	Work Period	Shift
10/31/2002	Regular	Full-Time	40.00	Weekly	N/A

[Save](#) [Return to Search](#)

Position History View

The **Position History** View provides information on incumbents currently and previously assigned to a position. The view provides position entry and position end dates and salary information.

The view also contains a hyperlink (**Current Position Data**) that provides detailed summary information for the position.

Navigational Path

Home → Develop Workforce → Manage Positions (USF) Inquire → Position History

Position History View Sample

The following is a sample of the **Position History** View:

Position Number: 19000007 HRIS Specialist				Current Position Data	
		View All		First 1-2 of 3 Last	
KU0115	Mapin, George N	Compensation Rate		Sal Plan	Grade Step
Position Entry Date:	05/01/1999	6,066.67	USD Monthly	Components	KU01 005
Position End Date:	03/01/2000	6,066.67	USD Monthly	Components	KU01 005
Exit Reason:	Termination				
<hr/>					
KU0113	Jacobson, Cassandra	Compensation Rate		Sal Plan	Grade Step
Position Entry Date:	04/01/1999	5,666.67	USD Monthly	Components	
Position End Date:				Components	
Exit Reason:					

Current Position Data Hyperlink

Clicking on the **Current Position Data** hyperlink reveals the following information:

Current Position Data

Position Number:	00000001	PROGRAM ANALYST
Company:	HE	Department of HHS
Business Unit:	CDC00	Centers for Disease Control
Department:	HCL72	EPIDEMIOLOGY BR
Job Code:	99L119	PROGRAM ANALYST
Salary Plan:	0000 11 1	
Max Head Count:	1	
Current Head Count:	2	
Headcount Status:	Overallocated	

[Return](#)

Position Budget Status

The **Position Budget Status** View provides budget information for a specific position.

Navigational Path

Home>Develop Workforce>Manage Positions>Inquire>Position Budget Status.

The screenshot shows a web browser window with the following content:

- Navigation Bar:** Home, Worklist, Help, Sign Out
- Breadcrumbs:** Home > Develop Workforce > Manage Positions (USF) > Inquire > Position Budget Status
- Position Budget Status View:**
 - Position Number:** 00007275, **HR SPECIALIST**
 - Position Status:** Active, Approved, **Status Date:** 10/31/2002, **Budgeted**
 - Business Unit:** PSC00, Program Support Center
 - Job Code:** Z1, HR SPECIALIST
 - Department:** PA5, OFFICE OF MANAGEMENT OPERATION
- Current Budget Table:**

Max Head Count:	1		
Actual Head Count:	1	Total Budget FTE:	Total Budget Amount: 41,537.600000
Current Budget Head Count:	0	Current Budget FTE:	Current Budget Amount:
Head Count Variance:	1	FTE Variance:	Amount Variance: 41,537.60
- Current Incumbents:** (Section header)
- Buttons:** Save, Return to Search

Vacant Budgeted Positions View

The Vacant Budgeted Positions View provides information on each vacant position in a selected department (admin code). This view contains three pages: **Position Information** page, **Job Code Information** page, and **Work Location**. Using the three pages of this view, HR Staff can determine what positions are vacant in a particular admin code and specific attributes of those positions.

Navigational Path

Home → Develop Workforce → Manage Positions (USF)
 Inquire → Vacant Budgeted Positions

Position Information Page Sample

The following is a sample of the **Position Information** page for the Vacant Budgeted Positions View:

Position	Posn Status	Reports To	Max Head Count	Full/Part	Reg/Temp
00006619	STATISTICIAN (HEALTH)	Approved	1	Full-Time	Regular

Job Code Information Page Sample

The following is a sample of the **Job Code Information** page for the Vacant Budgeted Positions View:

Position	Job Code	Mgr Level	Job Function	Sal Plan	Grade	Step
00006619	000004	MGMT(CSRA)		0000	15	



Work Location Page Sample

The following is a sample of the **Work Location** page for the Vacant Budgeted Positions View:

Vacant Budgeted Positions		
SetID: CDC00	Department: HC	CENTERS FOR DISEASE CONTROL AN
		Total Count: 0
Position Information		Jobcode Information
Work Location		View All First 1 of 1 Last
Position	Descr	Location
00006619	Department of HHS	Alabama

Reports

There are no position management reports available.

